

"Interim Guidance"



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC 20330-1000

JAN 24 1992

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Certification in the Contracting Acquisition  
Professional Development Program (APDP)- ACTION  
MEMORANDUM

The purpose of this memorandum is to provide all MAJCOMs and other contracting activities an advance copy of new Contracting and Purchasing APDP guidance. It's provided so that you can begin groundwork in developing your certification programs. SAF/AQ will publish formal interim policy for all acquisition functional areas in the near future.

As part of the implementation of the Defense Acquisition Workforce Improvement Act (P.L.101-510), the Department of Defense established a Career Development Program for Acquisition Personnel. Within the Office of the Under Secretary of Defense (Acquisition) (USD(A)), the Office of Education, Training and Career Development Policy published new guidance in Nov 1991 through revisions to DoDD 5000.52 and DoD 5000.52M. These regulations apply to officer, enlisted and civilian personnel occupying acquisition positions. Personnel paid from non-appropriated funds or foreign nationals employed overseas under tailored foreign employment programs are not governed by the directives.

With the publication of the new DoD guidance, Air Force Acquisition Professional Development Program (APDP) regulations (AFR 36-27 for officers and AFR 40-110 for civilians) are no longer current. New Air Force policy is being developed. In the interim, contracting organizations should use the requirements at Atch 1 (Contracting) and Atch 2 (Purchasing) for the establishment or continuation of a certification program. The certification training, education and experience requirements apply equally to officer, enlisted and civilian contracting personnel.

DoD 5000.52M established two categories of certification for contracting personnel: Contracting for 1102 civilians and comparable military personnel and Purchasing (Small Purchase orientation) for 1105 and 1106 civilians and like military personnel. Both categories have progressive levels of certification. In the contracting category, Level I and II certification approval for military and civilians is delegated to the MAJCOMs. For Air Force military members assigned to DLA, other defense agencies, or AF organizations

incl. proc.  
assistant

- Industrial Property Management (?)

not under the management of an AF MAJCOM, Level I and II certification approval is SAF/AQC. All Level III certifications will be approved by SAF/AQC.

In the Purchasing category, approvals for all certification levels are delegated to the MAJCOMs and can be further redelegated to field activities. This category can be used for our junior enlisted, i.e. E-4 and below, as an initial training ground for progressing to the more stringent requirements of the Contracting category (similar to the 1105/1106 positions being a training ground for 1102s).

There are no required grades for any certification level. This means that any officer, civilian or enlisted person who meets the training, education, and experience requirements can be certified up to and including Level III. Many contracting professionals will find that Level II certification is the highest level they will need. In the near future, the Acquisition Professional Development Council will direct all MAJCOMs to establish certification levels.

The actual process of requesting certification is a manual operation for military and an automated one for civilians. Atch 3 provides a flow chart of the process and the formats for military personnel to use to request certification. Also provided (Atch 4) is a copy of the certificate that should be presented to individuals as they meet each certification level. This certificate will eventually have an AF Form number, but until the form becomes available through normal distribution, submit your request for the forms to SAF/AQCX.

SAF/AQC began the approval process for Level III certifications for officers in June 1991 and our experience with the initial requests showed additional guidance was needed in the processing of fulfillments (DD Forms 2518s). Instructions and examples are provided (Atch 5) for your use. This form may be used by military and civilian personnel. We strongly encourage attendance at mandatory courses versus fulfillment of the course requirements at Level III. For our senior managers these courses serve as important executive refreshers. Level III courses are designed for executive level contracting personnel who will become members of the Acquisition Corp (GS-13s, 0-4s and above). Others will be able to attend only on a limited space available basis.

All course information and course equivalency information is contained in the DoD Acquisition Education & Training ACE Catalog. We have asked the ACE Program Office to evaluate other AFIT and Lowry courses for equivalency consideration, and once approved an amendment to the catalog


will be published. Meanwhile, if an applicant for certification has attended a relevant course that is not in the ACE Catalog, they should process a fulfillment request.

The certification process is automated for the civilian 1102, 1105, and 1106 series. Base-level Civilian Personnel Offices are accomplishing the automated certification listings and notices are being generated for each employee indicating their certification level. The notices are attached to a cover letter from the Civilian Personnel Officer which includes instructions to the employee regarding any discrepancies the employee wishes to correct in the computerized information. The employee will be responsible for verifying that the information provided and the level of certification is correct. Test runs of the automated system have been conducted and notices are beginning to be issued.

The current version of AFR 40-110 requires 80 hours of mandatory Management Training for Level III certification for Contracting personnel and the requirement is programmed into the computerized personnel data system. Although the 80 hours of Management Training is not yet a DOD 5000.52M requirement, it is being used as criteria for Level III certification.

The Acquisition Professional Development Program is designed to provide the contracting community with a structure that ensures our people get the necessary training, education, and experience to effectively progress into more responsible and demanding positions. The program has already allowed us to justify and realize significant increases in course quotas for several of our executive courses. While full implementation of the requirements of the Defense Acquisition Workforce Improvement Act and Air Force implementing policy will not take place until Oct 1, 1993, it is important that MAJCOM and other activity contracting staffs as well as individual contracting personnel map out their professional development goals and vigorously pursue the certification process now. It is incumbent upon all contracting managers to take care of their people by making sure that they are given these professional development opportunities. Our points of contact for APDP policy and implementation are Lt Col Joe Magnone, SAF/AQCX, DSN 224-5337 or Commercial 703-614-5337, and Ms. Mary Mann, SAF/AQCX, DSN 225-9051 or Commercial 703-695-9051.

Please provide a name and phone number of your APDP focal point, so that Lt Col Magnone and Ms Mann can ensure each command and other pertinent activities are consistently implementing the new guidance.

  
ROBERT W. DREWES, BRIG GEN, USAF  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)

6. Atchs
1. AF APDP Interim Guidance (Contracting)
2. AF APDP Interim Guidance (Purchasing)
3. Flow Chart and Sample Applications (Military Only)
4. Certificate
5. DD Form 2518 Instructions
6. Distribution List

**ATTACHMENT 1**  
**AIR FORCE APDP INTERIM GUIDANCE**

**CONTRACTING**

**A. GENERAL**

1. Contracting (GS-1102 & comparable military). Includes Contract Negotiator, Contract Specialist, Contract Termination Specialist, Contract Administrator, Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, Procuring Contracting Officer, and Termination contracting Officer.

2. Contracting Officers

a. Contracting officer positions for other than small purchases (as defined in 10 U.S.C. 2304(g)) should be filled by individuals in GS-1102 career fields or the military equivalent. However, regardless of the career field or speciality he or she holds, contracting officers for purchases above the small purchase threshold, shall complete the mandatory requirements shown below at the appropriate level, PRIOR to appointment. When this is not possible due to circumstances, a written waiver must be executed.

b. Per 10. U.S.C. 1724(a), as of October 1, 1993, to qualify to serve in an acquisition position as a contracting officer with authority to award or administer contracts for amounts above the small purchase threshold (as defined in 10 U.S.C. 2304(g)) the individual must:

(1) Have completed all mandatory contracting courses as prescribed in DoD 5000.52M for contracting officer at the grade level, or in the position within the grade of the general schedule that the person is serving in;

(2) Have at least 2 years of experience in a contracting position;

(3) Have received a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, OR have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR have passed an examination approved by the Office of Personnel Management and considered by the Secretary of Defense, acting

through the USD(A), to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester hours (or equivalent) of study from an accredited institution of higher education in any of the disciplines listed above.

c. Exceptions

(1) The educational requirements of subparagraph A.2.b., above shall not apply to employees who have at least 10 years of experience (as of October 1, 1991) in acquisition positions (Government or industry) or in similar positions in which the individual obtains experience directly relevant to the field of contracting.

(2) The requirements of the entire subparagraph A.2.b., above, shall not apply to any employee for purposes of qualifying to serve in a position THAT THE EMPLOYEE HOLDS ON OCTOBER 1, 1993, OR ANY OTHER POSITION IN THE SAME GRADE AND INVOLVING THE SAME LEVEL OF RESPONSIBILITIES as the position in which the employee is serving on such date.

d. Waivers. The acquisition career program board of the Air Force may waive all or part of the requirements of paragraph A.2.b. with respect to any employee in the Air Force if the board certifies in a written waiver (to include the rationale for the decision) that the employee possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated job performance and qualifying experience. Waivers for contracting personnel shall be submitted to SAF/AQCX, who will process the waiver to the AF Acquisition Career Program Board.

3. GS-1102 Occupational Series. Effective October 1, 1993, a person may not be employed by DoD in the GS-1102 occupational series (except as provided in A.2.c. and d. above) unless the person meets the requirements set forth in A.2.b.(3), above.

B. CERTIFICATION REQUIREMENTS

1. Level I

a. Experience

(1) Mandatory. One year of acquisition experience.

b. Education

(1) Mandatory. As of October 1, 1993, a person may not be employed by the Department of Defense in the GS-1102 occupational series unless the person has received a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees, OR has completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management, OR has passed an examination approved by the Office of Personnel Management and considered by the Secretary of Defense, acting through the USD(A), to demonstrate skills, knowledge, or abilities comparable to that of an individual who has completed at least 24 semester hours (or equivalent) of study from an accredited institution of higher education in any of the disciplines listed above.

(2) Desired. Baccalaureate degree including or supplemented by at least 24 semester hours in accounting, economics, business law, procurement, or management-related studies.

(3) Exceptions and Waivers to these new mandatory educational requirements shall be the same as stated in paragraphs A.2.c. and d., above.

c. Training - Mandatory<sup>1</sup>

(1) Management of Defense Acquisition contracts (Basic) (8D-4320 (JT)) - 4 weeks.

(2) Principles of Contract Pricing (QMT 170 (JT)) - 3 weeks.

2. Level II

a. Experience

(1) Mandatory. Four years of contracting experience in acquisition positions of increasing complexity and responsibility. Familiarity with the various functional and technical areas related to acquisition and contract management.

b. Education

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<sup>1</sup> Some of the mandatory training requirements have DoD approved equivalent courses. The FY92 DoD Acquisition Education and Training Catalogue lists all approved equivalent courses.

(1) Mandatory. Same as Level I.

(2) Desired. It is recommended that individuals begin graduate studies leading to a master's degree in business administration, procurement, management, or related fields that will prepare them for entry to the senior level.

c. Training - Mandatory<sup>1</sup>

(1) For ALL Level II personnel: Government contract Law (PPM 302 (JT)) - 2 weeks.

(2) In addition to subparagraph B.2.c.(1), above, if job is primarily PRE-AWARD ORIENTED: Management of Defense Acquisition Contracts (Advanced) (8D-F12) (JT)) - 2 weeks and 4 days.

(3) In addition to subparagraph B.2.c.(1), above, if job is primarily POST-AWARD ORIENTED: Advanced Contract Administration (PPM 304 (JT)) - 2 weeks.

(4) In addition to subparagraph B.2.c.(1), above, if job primarily ORIENTED TO COST AND PRICE ANALYSIS: Quantitative Techniques for Cost & Price Analysis (QMT 345 (JT)) - 2 weeks and 4 days.

(5) In addition to guidance outlined in subparagraphs B.2.c.(1) through (4), above, if involved in ACQUISITION OF INFORMATION RESOURCES (in addition to the aforementioned): Defense Contracting for Information Resources (ALMC-ZX) - 2 weeks.

d. Training - Desired. For all contracting officers within 1 year of assignment to a major program: Systems Acquisition for Contracting Personnel - 2 weeks.

3. Level III

a. Experience

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<sup>1</sup> For individuals whose duties do not clearly fall within one or more of these areas (pre-award, post-award, or pricing) the Components shall assign personnel the area that most closely approximates the greatest portion of their duties and shall provide training accordingly.



(1) Mandatory. A minimum of 8 years of contracting experience in acquisition positions of increasing complexity and responsibility.

b. Education

(1) Mandatory. Same as Level I.

(2) Desired. Master's degree in business administration, management, procurement, or a contract-related field.

c. Training - Mandatory<sup>1</sup>

(1) For ALL personnel at Level III: Defense Acquisition and Contracting Executive Seminar 2 ER (JT)1 -1 week.<sup>2</sup>

(2) In addition to subparagraph B.3.c.(1), above, if job is PRIMARILY PRE-AWARD ORIENTED: Management of Defense Acquisition Contracts (Executive) ALMC-B5 (JT) - 1 week.

(3) In addition to subparagraph B.3.c.(1), above, if job is PRIMARILY POST-AWARD ORIENTED: Contract Administration (Executive) (PPM 057 (JT)) - 1 week.

(4) In addition to subparagraph B.3.c.(1), above, if job is primarily COST AND PRICE ANALYSIS ORIENTED: Advanced Contract Pricing QMT 540 (JT) - 2 weeks.

(5) In addition to requirements outlined in subparagraphs B.3.c.(1), through (4), above, for GS-1102 civilians or equivalent military assigned to a major systems acquisition, or who devote 50 percent of their time to a major system(s):

Systems Acquisition for Contracting Personnel (DSMC-31) - 2 weeks.

C. WAIVERS

1. Waiver authority for mandatory standards required for all certification levels (I, II and III) established by this policy memorandum, other than those specified by law, is delegated as follows:

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<sup>1</sup> For individuals whose duties do not clearly fall within one or more of these areas (pre-award, post-award, or pricing) the Components shall assign personnel to the area that most closely approximates the greatest portion of their duties and shall provide training accordingly.

<sup>2</sup> This is a dynamic course designed to update senior personnel and should be attended every 3-5 years.

a. For Level I and II, approval authority shall be at least two tiers above the individual's supervisor or at the Senior Executive Service (SES) or General or Flag officer level, whichever is lower.

b. For Level III, approval authority shall be no lower than the Commander of an Acquisition command, the Commander of a major field installation under a Defense Agency, or a General/Flag officer/SES in the same functional career field.

2. Regardless of where the waiver authority resides, all activities shall maintain and be able to provide SAF/AQC upon request, information on the number of waivers granted, and the rationale for each.

# CAREER PATH CONTRACTING

LEVEL/ TYPICAL <sup>1</sup> GRADE	ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
			Mandatory = (M)      Desired = (D)	
Level I	Contract Specialist	(M) One year of acquisition experience	(M) As of Oct 1, 1993 must have a baccalaureate degree, OR 24 semester hours in business specified studies, OR pass an equivalency exam (see exceptions in text of appendix)	(M) Management of Defense Acq Contracts (Basic) (8D-4320)
GS 5-7	Contract Administrator			
01/03	Contract Cost/Price Analyst			
E4/E6			(D) Baccalaureate Degree including or supplemented by at least 24 semester hours in business specified studies, OR pass an equivalency exam (see exceptions in text of appendix)	(M) Principles of Contract Pricing (QMT 170)

<sup>1</sup>Grades shown are typical. There are no required grades for any certification level.

# CAREER PATH CONTRACTING

LEVEL/ TYPICAL <sup>1</sup> GRADE	ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
		Mandatory = (M)      Desired = (D)		
Level II	Contracting Officers	(M) Four years of contracting experience in acquisition positions of increasing complexity and responsibility.	(M) As of Oct 1, 1993 must have a baccalaureate degree, OR 24 semester hours in business-related subjects, OR pass an equivalency exam (see exceptions in text of appendix)	(M) Govt Contract Law (PPM 302)
GS 9-12	Contract Specialist			See Note 2.
03/04	Contract Administrator			(M) Management of Def Acq Contracts (Adv) (8D-F12) OR
	Contract Cost/Price Analyst			(M) Advanced Contract Administration (PPM 304) OR
E6/E8		(D) Individuals begin graduate studies leading to a master's degree in business administration, procurement, management, or related fields that will prepare for entry the senior level.		(M) Quantitative Tech for Cost/Price Analysis (QMT 345)
				(D) Sys Acq for Contracting Personnel (DSMC-3) (Only for COs within 1 year of assignment to an MDAP)
				(M) Def Contracting for Info Res (ALMC-ZX)

<sup>1</sup>Grades shown are typical. There are no required grades for any certification level.

<sup>2</sup>Mandatory course requirements depend on primary job orientation.

# CAREER PATH CONTRACTING

LEVEL/ TYPICAL <sup>1</sup> GRADE	ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
		Mandatory = (M)      Desired = (D)		
Level III	Senior Contract Specialist Official	(M) Minimum of 8 years contracting experience in an acquisition position of increasing complexity.	(M) As of Oct 1, 1993 must have a baccalaureate degree, OR 24 semester hours in business-related subjects, OR pass an exam (see exceptions in text of appendix)	(M) Defense Acq and Contracting Executive Seminar (ER)
GS/GM13 and above	Procurement Analyst			
04 and above	Branch Head		(D) Master's degree in a business, procurement, or contracting-related field.	See Note 2.
E-9	Division Director			(M) Management of Defense Acq Contracts (Executive) (ALMC-B5) OR
	Director of Contracts			(M) Contract Administration (Exec) (PPM 057) OR
				(M) Advanced Contract Pricing (QMT 540)
				(M) Systems Acq for Contracting Personnel (DSMC 3) (if not taken at Level II)

<sup>1</sup>Grades shown are typical. There are no required grades for any certification level.

<sup>2</sup>Mandatory course requirements are dependent on primary job assignment.

**ATTACHMENT 2**  
**PURCHASING (INCLUDING PROCUREMENT ASSISTANT)**

**A. PURCHASING (GS-1105 AND COMPARABLE MILITARY) REQUIREMENTS**

**1. Level I**

a. Experience - Desired. One year of experience in the purchasing career field.

b. Education - Desired. 64 semester hours of undergraduate work desired.

c. Training - Mandatory. Defense Small Purchase (Basic) (ALMC-B3 (JT)) - 2 weeks.

**2. Level II**

a. Experience - Mandatory. One year of current and progressively responsible experience.

b. Education - Desired. 64 semester hours of undergraduate work with emphasis in business.

c. Training - Mandatory. None.

**3. Level III**

a. Experience - Mandatory. Three years of current and progressively more responsible experience.

b. Education - Desired. 64 semester credit hours of undergraduate work with emphasis in business.

c. Training - Mandatory. Defense Small Purchase (Advanced) (ALMC-B4 (JT)) 1 week.<sup>1</sup>

**C. PROCUREMENT ASSISTANT (GS-1106) REQUIREMENTS**

**1. Level I**

a. Experience - Desired. One year of clerical or office experience.

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<sup>1</sup> Pending functional board recommendation to move this to Level II mandatory training.

b. Education - Desired. A high school diploma or high school equivalency will be considered as a quality ranking factor when rating candidates.

c. Training. None.

2. Level II

a. Experience - Desired. Two years of clerical or office experience in a contracting office.

b. Education - Desired. 64 semester hours of undergraduate work with emphasis in business.

c. Training - Desired. If job is PRIMARILY POST, STATION, INSTALLATION (BASE) ORIENTED: Defense Small Purchase (Basic) (ALMC-B3 (T)) - 2 weeks.

3. Level III: Not Applicable.

# CAREER PATH PURCHASING

LEVEL/ TYPICAL <sup>1</sup> GRADE	ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
		Mandatory = (M)      Desired = (D)		
Level I		(D) One year in the Purchasing Career Field	(D) Sixty-four semester hours of undergraduate work	(M) Defense Small Purchase (Basic) (ALMC-B3)
GS 5				
E-4 and Below				
Level II		(M) One year of current and progressively responsible experience	(D) Sixty-four semester hours of undergraduate work, with emphasis in business	(M) None
GS 6-8				
E4/E6				
Level III		(M) Three years of progressively responsible experience	(D) Sixty-four semester hours of undergraduate work, with emphasis in business	(M) Defense Small Purchase (Advanced) (ALMC-B4)
GS 9				
E6/E9				

<sup>1</sup>Grades shown are typical. There are no required grades for any certification level.

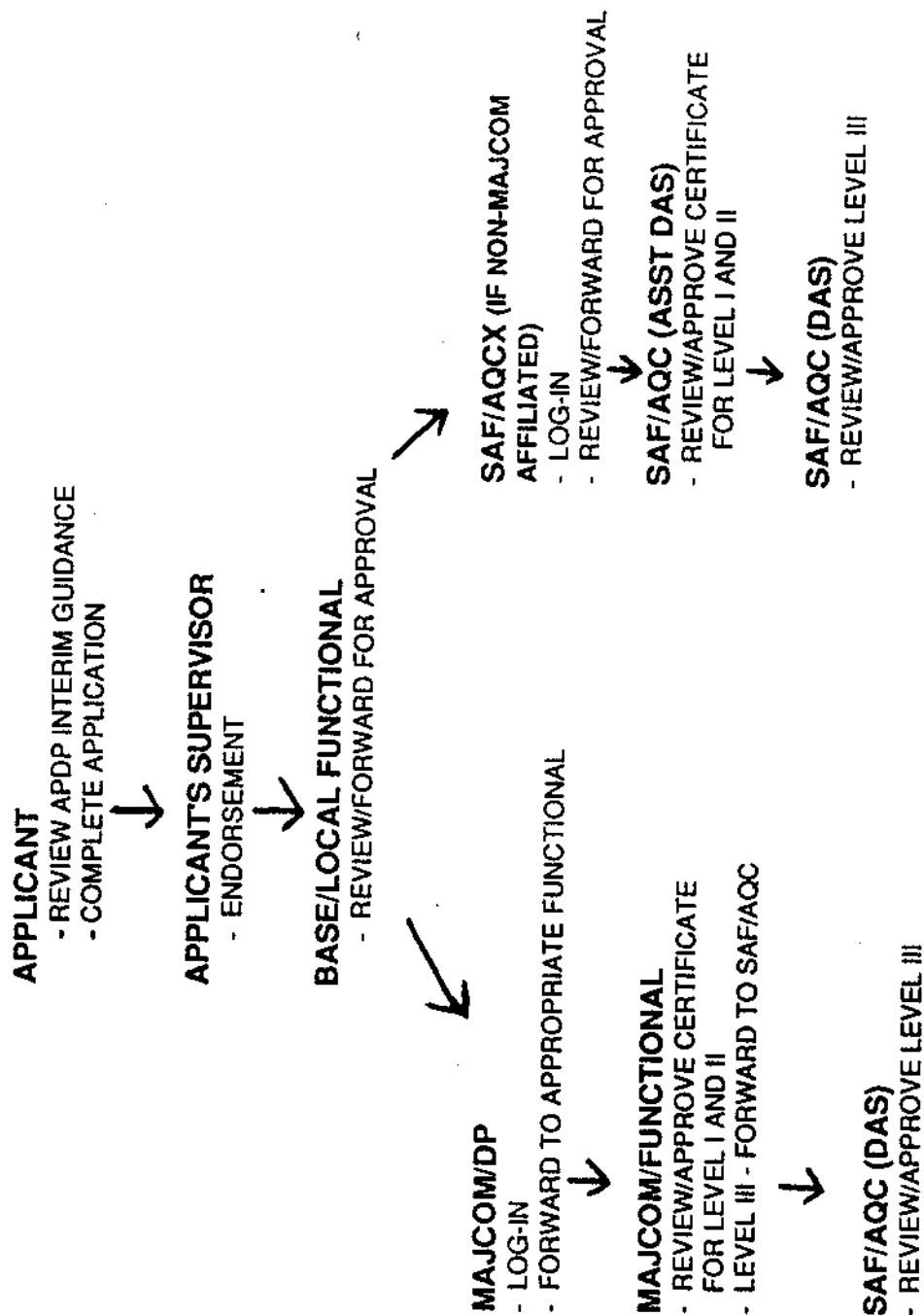


# CAREER PATH PROCUREMENT ASSISTANT

LEVEL/ TYPICAL <sup>1</sup> GRADE	ASSIGNMENTS	EXPERIENCE	EDUCATION	TRAINING
		Mandatory = (M)	Desired = (D)	
Level I GS 3-5		(D) One year of clerical or office experience	(D) High school diploma or high school equivalency	(M) None
Level II GS 6-7		(D) Two years of clerical or office experience in a contracting office	(D) Sixty-four semester hours of undergraduate work, with emphasis in business	(D) If job is primarily POST STATION, INSTALLATION (BASE) ORIENTED:  --Defense Small Purchase (Basic) (ALMC-B3)
Level III	No Level III for this series			

<sup>1</sup> Grades shown are typical. There are no required grades for any certification level.

# MILITARY APDP CERTIFICATION PROCESS



FROM: \_\_\_\_\_  
(Applicant's Office Symbol)

DATE: \_\_\_\_\_

SUBJECT: Application for Certification in Acquisition Professional  
Development in Contracting (Military Only)

TO: \_\_\_\_\_  
(Supervisor)

1. Applicant: \_\_\_\_\_  
(Grade, Name, and SSN)

2. Requested level of certification (check appropriate space and complete applicable information):

\_\_\_\_\_ Level I

\_\_\_\_\_ Level II

Level I certification received: \_\_\_\_\_  
(Date)

\_\_\_\_\_ Level III

Level II certification received: \_\_\_\_\_  
(Date)

3. Education requirements:

Level I: \_\_\_\_\_  
(Atch evidence of Bachelor's degree or 24 semester hours in  
business or Exception or Waiver)

Level II: No mandatory requirements

Level III: No mandatory requirements

4. Training requirements:

Level I:

a. MDAC BASIC (#G50ZA6531-001)

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_\_ DOD Equivalent course: \_\_\_\_\_

\_\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

b. PRINCIPLES OF CONTRACT PRICING (# WQMT-170)

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_\_ DOD Equivalent course \_\_\_\_\_

\_\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

Level II:

a: Check one of the following:

\_\_\_\_\_ MDAC ADVANCED (#G50ZA6534-000) If job is primarily pre-  
award oriented or

\_\_\_\_\_ ADVANCED CONTRACT ADMIN (#WPPM-304) If job is primarily  
post-award oriented or

\_\_\_\_\_ QUANTITATIVE TECH FOR COST & PRICE ANALYSIS (#WQMT-345)  
If job is primarily oriented to cost and price analysis

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_\_ DOD Equivalent course \_\_\_\_\_

\_\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

b. GOVERNMENT CONTRACT LAW (#WPPM-302)

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_\_ DOD Equivalent course \_\_\_\_\_  
\_\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

c. DEFENSE CONTRACTING FOR INFORMATION RESOURCES (#ALMC-ZX)  
Required if the applicant is involved in acquisition of information resources.

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_\_ DOD Equivalent course \_\_\_\_\_  
\_\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

**Level III**

a. DEFENSE ACQUISITION AND CONTRACTING EXECUTIVE SEMINAR  
(#G50ZN6534-002)

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_ DOD Equivalent course \_\_\_\_\_  
\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

b. Check one of the following:

- \_\_\_\_ MDAC EXEC (#G50ZA6534-005) If job is primarily pre-award oriented or  
\_\_\_\_ ADVANCED CONTRACT ADMIN EXEC (#WPPM-057)  
If job is primarily post-award oriented or  
\_\_\_\_ ADVANCED CONTRACT PRICING (#WQMT-540)  
If job is oriented to cost and price analysis

Method of Completion (Check appropriate space and complete applicable information):

\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_ DOD Equivalent course \_\_\_\_\_  
\_\_\_\_ (Atch cert)  
(Course name, Date completed)

\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

c. SYSTEMS ACQ FOR CONTRACTING PERSONNEL (#J50ZD2900-036)  
Required if the individual is assigned to a major systems acquisition, or who devotes 50 percent of their time to a major system(s).

Method of Completion (Check appropriate space and complete applicable information):

\_\_\_\_ Actual course \_\_\_\_\_ (Atch Cert)  
(Date completed)

\_\_\_\_ DOD Equivalent course \_\_\_\_\_  
\_\_\_\_ (Atch Cert)  
(Course name, Date completed)

\_\_\_\_\_ Fulfillment of DOD mandatory training requirement  
(Atch DD Form 2518)

5. Assignment Experience (determined based on review of applicants  
Personnel Brief and/or Resume):

\_\_\_\_\_ Level I (Minimum of one year contracting, DAFSC 65XX)

\_\_\_\_\_ Level II (Cumulative total of four years contracting,  
DAFSC 65XX)

\_\_\_\_\_ Level III (Cumulative total of eight years contracting,  
DAFSC 65XX) (Provide Resume with all Level III applications)

6. PME (determined based on review of applicant Personnel Brief and/or Resume):

\_\_\_\_\_ Level I: No mandatory requirement (Officers and Enlisted)

\_\_\_\_\_ Level II: SOS (Officers) Airman or NCO Leadership School (Enlisted)

\_\_\_\_\_ Level III: ISS (Officers) Senior NCO Academy (Enlisted)

7. List all other relevant education and training accomplished.

EDUCATION:

\_\_\_\_\_ Masters Degree: \_\_\_\_\_  
(Degree received, School, Date)

\_\_\_\_\_ List below any professional certifications received.  
(Include name, Date received, and Arch Cert)

TRAINING

\_\_\_\_\_ List below any other contracting or acquisition training received.  
(Include name, date received, and arch certificate)

8. I can be reached at:

\_\_\_\_\_  
(Mailing address and phone (DSN, if available))

\_\_\_\_\_  
(Applicant's Signature  
and Signature Block)

Atch  
Applicable Cert

1st Ind,

DATE: \_\_\_\_\_

TO: MAJCOM/DP OR SAF/AQC (If not MAJCOM affiliated)

The above individual is applying for Acquisition Professional Development Program certification IAW AF policy. I do/do not (circle one) recommend the above individual for certification at level \_\_\_\_\_ (if not recommended, atch justification).

\_\_\_\_\_  
(Supervisor's Signature  
and Signature Block)

#### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 8013, Secretary of the Air Force, powers and duties; delegation by.  
**PURPOSE:** Collect and maintain education, training, and experience data for certification of acquisition personnel. **ROUTINE USES:** This data may be disclosed for any other routine uses published by the Air Force. **DISCLOSURE IS VOLUNTARY:** However, failure to provide SSN may prevent recording of certification level. Privacy Act System Notice F035 AFMPC applies.



FROM: \_\_\_\_\_  
(Applicant's Office Symbol)

DATE: \_\_\_\_\_

SUBJECT: Application for Certification in Acquisition  
Professional Development in Purchasing (Military Only)

TO: \_\_\_\_\_  
(Supervisor)

1. Applicant: \_\_\_\_\_  
(Grade, Name, and SSN)

2. Requested level of certification (check appropriate space and complete applicable information):

\_\_\_\_\_ Level I

\_\_\_\_\_ Level II (Date Certified as Level I: \_\_\_\_\_)

\_\_\_\_\_ Level III (Date Certified as Level II: \_\_\_\_\_)

3. Experience requirements:

Level I: No mandatory requirements

Level II: One year of current and progressively responsible experience

Level III: Three years of current and progressively responsible experience

4. Education requirements:

Levels I, II, and III. No mandatory requirements

5. Training requirements:

Level I: DEFENSE SMALL PURCHASE (BASIC) (ALMC-B3)

Method of Completion (Check appropriate space and complete applicable information):

\_\_\_\_\_ Actual Course \_\_\_\_\_ (Date completed)(Atch Cert)

\_\_\_\_\_ DOD Equivalent Course: \_\_\_\_\_  
(Course/Date Completed) (Atch Cert)

\_\_\_\_\_ Fulfillment of DOD Mandatory Training Requirement  
(Atch DD Form 2518)

**Level III: DEFENSE SMALL PURCHASE (ADVANCED) (ALMC-B4)**

Method of Completion (Check appropriate space and  
complete applicable information):

\_\_\_\_\_ Actual Course \_\_\_\_\_ (Date completed)(Atch Cert)

\_\_\_\_\_ DOD Equivalent Course: \_\_\_\_\_  
(Course/Date Completed) (Atch Cert)

\_\_\_\_\_ Fulfillment of DOD Mandatory Training Requirement  
(Atch DD Form 2518)

6. List all other relevant education and training accomplished.

**EDUCATION:**

**TRAINING:**

\_\_\_\_\_  
(Applicant's Signature  
and Signature Block) (Date) Atch  
Applicable Cert(s)

**Approval/Disapproval**

The above individual is approved/disapproved for certification at  
Level I / II / III (circle one). (If disapproved, atch justification).

\_\_\_\_\_  
(Approving Official's Signature (Date)  
and Signature Block)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 8013, Secretary of the Air Force, powers and duties; delegation by.  
**PURPOSE:** Collect and maintain education, training, and experience data for certification of  
acquisition personnel. **ROUTINE USES:** This data may be disclosed for any other routine  
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provide SSN may prevent recording of certification level. Privacy Act System Notice F035  
AFMPC applies.



# Certified Acquisition Professional

Has successfully fulfilled the requirements  
for professional certification at

in the functional specialty of

DATE

CERTIFYING OFFICIAL

## USE OF DD FORM 2518

1. Personnel who through experience, education, or alternative training programs have FULFILLED mandatory training requirements shall use DD Form 2518, "Fulfillment of DOD Mandatory Training Requirement" (copy attached).
2. In accordance with instructions on the form, sufficient justification must be attached to the form which outlines the skills and knowledge obtained through other means which are considered to fulfill the mandatory requirement (samples of some types of justification are attached).
3. Approval level for DD Form 2518 should be at least two tiers above the individual's supervisor, or at the Senior Executive Service (SES) or general or flag officer level, whichever is lower.
4. For Civilians, the approved DD Form 2518 should be delivered to the Civilian Personnel Office (CPO) to be filed in the employees's Field Personnel Records. The CPO will also input the information into the employees automated records to indicate fulfillment of the requirement. CPOs are aware of this and it should be a routine matter for them. For Military, the approved DD Form 2518 (and verification documentation) should be attached to the manual application form and forwarded to the appropriate certification approval level. The approved DD 2518 should be sent by the applicant to the CBPO, or CPO, as appropriate, for filing. For both military and civilians, each individual is responsible to ensure that his/her record is updated at their personnel office to reflect the fulfillment and the proper certification level.

### 2 Atch

1. DD Form 2518
2. Sample Justifications (3)

# FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT

## Privacy Act Statement

**AUTHORITY:** EO 9397, November 1943 (SSN).

**PRINCIPAL PURPOSE(S):** To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.

**ROUTINE USE(S):** The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.

**DISCLOSURE:** Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.

### SECTION I - INDIVIDUAL REQUEST *(Type or print in ink)*

1. NAME (Last, First, Middle Initial)		2. COURSE NUMBER	
3. COURSE TITLE		4. COURSE LEVEL (Entry, Intermediate, Senior, etc.)	
5. STATEMENT  I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE		7. DATE SIGNED (YYMMDD)	
9. TITLE		8. SOCIAL SECURITY NUMBER	
12. OFFICE SYMBOL		10. SERIES	
13. LOCATION		11. GRADE / RANK	
14. CURRENT LEVEL (Entry, Intermediate, Senior, etc.)		15. DATE ENTERED CURRENT LEVEL (YYMMDD)	

### SECTION II - SUPERVISOR'S RECOMMENDATION

16. CONCURRENCE / NONCONCURRENCE (X one)			
a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		b. DO NOT CONCUR (Return request to individual)	
17. SUPERVISOR SIGNATURE		18. DATE SIGNED (YYMMDD)	
19. DUTY TITLE		20. OFFICE SYMBOL	
21. LOCATION			

### SECTION III - DISPOSITION

22. APPROVAL / DISAPPROVAL (X one)			
a. APPROVED		b. DISAPPROVED	
23. SIGNATURE OF APPROVING OFFICIAL		24. DATE SIGNED (YYMMDD)	
25. DUTY TITLE		26. OFFICE SYMBOL	
27. LOCATION			

S A M P L E

MDAC EXEC

The Executive Refresher Course in Acquisition Management was completed in 1987. This fifteen-day course as well as the Advanced International Management Course completed in 1990 (both at DSMC) covered a broad range of acquisition issues including risk management, negotiations, source selection, should cost, and the PPBS process. The Cost Accounting Standards (CAS) Workshop was also completed in 1981 at Ft Lee, VA. Training from these courses has been applied in several ways. I served as the Air Force representative to the DOD CAS Working Group from August 1981 until October 1982 and served as principle action officer for DOD assumption of CAS waiver authority when the CAS Board was disbanded. Certification was received from the Institute of Cost Analysis as a certified cost analyst in 1982. As Director of Contracting for the last five and one-half years, I have led the incorporation of advanced contracting techniques in my assigned organization. The first source selections using AFR 70-30 were conducted at the Air Force Academy in 1985 - 1988. Acquisition Strategy Panels have been introduced at the Flight Test Center since 1988. The combination of acquisition training, staff experience, and field level acquisition experience at the senior level provide fulfillment of this training requirement.

S A M P L E

SUBJECT: Justification for Fulfillment of DOD Mandatory Training Requirement Course: System Acq for Contracting Personnel

I propose that the skills and knowledge provided by the DOD mandatory course - System Acq for Contracting Personnel have been obtained through my work experience, education, and alternate training. Specifics are listed below:

Work experience applicable to systems acquisition:

2 years as contract negotiator and PCO at ESD - These two years were spent in support of a basket SPO. Examples of skills and knowledge gained would include: how various functional disciplines interact within the SPO, the acquisition process from the PM point of view, and customer awareness (the user).

8 months as Deputy Director Strategic Systems Contracting - ESD

As a deputy director I supported two major program SPOs and two basket SPOs. This further broadened my knowledge as it revealed the differences in handling major programs vice basket SPO efforts.

9 months as Director Strategic C3 Systems Contracting - ESD

My responsibilities are at the executive level and indicates a level of knowledge that would exceed the SACP course.

Education: Master's Degree - MBA - University of North Dakota

Alternate training includes:

Program Management Course Part I (DSMC) 1989

Program Management for Contract Administrators Course (DSMC) 1980

Intro to Acq Management Systems 100 - ECI 100S (AF) 1985

I request that this considered fulfillment of the mandatory training requirement for the System Acq for Contracting Personnel course.

Director, Strategic C3  
Systems Contracting

Atch 5  
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S A M P L E

S A M P L E

SUBJECT: Justification for Fulfillment of DOD Mandatory Training  
Requirement Course: Advanced Contract Administration Exec

I propose that the skills and knowledge provided by the DOD mandatory course - Advanced Contract Admin Exec have been obtained through my work experience, education, and alternate training. Specifics are listed below:

Work experience at the senior level:

1 1/2 years as the Assistant Chief of the Technical Management Division, Hq DCASR CHGO HQ staff responsibilities included conducting Quality System Reviews at various contractor plants and briefing management of findings. Quality Assurance aspects involved with contract administration were covered and mastered by this executive level assignment.

3 years as the Commander of DCASPRO Bendix Had complete contract management responsibility for 3 separate collocated contractor divisions. Responsibilities reflected the full range of contract administration: contract management, production surveillance, cost and pricing support, cost monitoring, quality assurance, engineering, and property management. The assignment was at the executive level.

1 1/2 years as Deputy Director/Director Contracting for a SPO - ESD Duties and responsibility for management of on-going contracts at the executive level. Work effort involves full interdisciplinary addressing of contract requirements.

Education: Master's Degree - MBA - University of North Dakota

Alternate training includes:

Program Management Course Part I (DSMC) 1989

Completion of a Senior Service School -  
National Security Management Course 1986

Contractor Overhead Monitorship (QMT 355 88-D)  
1988

I request that this be considered fulfillment of the mandatory training requirement for the Advanced Contract Admin Exec course.

Director, Strategic C3  
Systems Contracting

S A M P L E

Atch 5  
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